



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: July 12, 2013

Closing Date: Until Filled

Job Listing Identification Number: OCA-212-13-31

State Classification Number and Step: 1574/ B21

State Job Title: Program Specialist V

FLSA Status: ☒ Exempt ☐ Non-Exempt

Agency Job Title: Language Access Coordinator

Location: Austin, Texas

Monthly Salary Range: \$4,833.33 - \$5,250.00

Type of Job: ☒ Full Time ☐ Part Time

Remarks:

Travel Required: ☒ Yes 25% ☐ No

Job Description: Performs advanced consultative and technical assistance work. Consults with and provides technical assistance to courts on language access issues. Assists courts in developing and implementing language access plans, policies, and procedures. Provides training on language access issues and best practices. Supervises staff interpreters. Oversees scheduling of Spanish and non-Spanish interpretation services. Reports to the Director of Research and Court Services. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Provides technical assistance and consulting services to courts in the development and implementation of language access plans, policies, and procedures.
- Identifies and contacts courts for language access technical assistance and consulting services.
- Markets OCA's language access technical assistance and consulting services.
- Develops and provides training on language access issues and best practices for judges, clerks, court managers, court coordinators, court staff, and other stakeholders.
- Supervises, directs, and reviews the work of staff interpreters.
- Oversees the provision of interpretation services by contract interpreters.
- Oversees the scheduling of Spanish and non-Spanish interpretation services.
- Prepares articles on language access issues and best practices for court-related publications. Collects and analyzes data to effectively address language-related barriers to justice and prepares reports of findings and recommendations.
- Oversees the translation of court forms, brochures, and general public information by identifying the documents and coordinating the translators.
- Searches for resources to support interpretation and translation, including technological and other infrastructural support, and staffing.
- Expands the availability of language access services through technological solutions.
- Develops and maintains a list of non-licensed court interpreter and translator resources.
- Collaborates with educational institutions in Texas to develop college-level interpreter training programs.
- Prepares detailed and comprehensive reports and memoranda.
- Responds to requests for information from potential court interpreters.
- Performs related work as assigned.

Minimum Qualifications:

- Graduation from an accredited four-year college or university. Major course work in judicial administration, political

- science, public administration, business administration, foreign language, or a related field.
- At least two years of program development or project management experience.
- At least one year of experience providing training.
- At least one year of supervisory experience.
- Knowledge of court interpreter services.
- Working knowledge of the court system.

Preferred Qualifications:

- Graduate degree with course work in the above areas of study.
- At least one year of program development or project management experience in a court setting.
- Demonstrable ability to effectively work with judges, court personnel, and government officials.
- Understanding of and experience with Title VI of the Civil Rights Act of 1964.
- Experience writing detailed and comprehensive reports and memoranda.
- Experience collecting and analyzing data.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-1648 or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.